

Meerut Institute of Engineering & Technology

N.H. 58, Baghpat Road Crossing, Bypass Road, Meerut - 250 005. UP (India)

POLICY / GUIDELINES RELATED TO COUNSELLING / MENTOR-MENTEE

- 1. Regarding the mentoring system, in general, approximately 20 mentee (students) will be allotted to one mentor (faculty), at department level. The mentor mentee allocation may be as per following:
 - a. B Tech I Year students will be allocated to the faculty members teaching in B Tech I Year
 - b. From III semester onwards, concerned department's faculty members will be allocated as mentor
 - c. Allotted students (to any mentor) may belong to any one year of study (say all 20 students of II year are allotted to one faculty) or may vary from II / III / IV year of study (say 5-7 students of II year, 5-7 students of III year and 5-7 students of IV year are allotted to one faculty).
 - d. Dept can adopt suitable policy for allocation of mentor-mentee (if further required).
 - e. Re-allotment will be done if either student is passed-out or faculty left the job / new joining.
- 2. Any student having any problem (related to academics and personal), should approach to respective mentor for its sharing / solution.
- 3. Mentor should be treated as Local Guardian of the student.
- 4. Each mentor must meet his / her mentee at least twice per semester.
- 5. Each mentor is required to maintain the record of all the allotted mentees in the prescribed format (that can be obtained from respective HOD, hard-copy), separately (one mentee one format). All the related documents' record-keeping is to be maintained by the respective mentor.
- 6. Each mentor will have a Whatsapp group of mentees allocated to her / him. In this whatsapp group, respective class-counselor, year-coordinator, academic coordinator and HODs will also be added.
- 7. Data / progress / record-keeping / interaction of mentor mentee will be monitored on a regular basis at department level through department coordinator concerned and at central level (through central level coordinator concerned).
- 8. Any student having any problem (related to academics and personal), may approach either to convener or any of the members of counselling cell for its sharing / solution.
- 9. The format for record-keeping of mentor-mentee is attached herewith. Its hard-copy (duly printed) can be collected from the store.



Director

Copy for information and necessary action to:

- 1. Hon'ble Chairman and Vice Chairman
- 2. Dean Academics, Associate Dean-I Year, Dean-SW, Chief Proctor, Chief Warden, COE
- 3. All the HODs, IQAC, Registrar, ERP, Accounts, Library



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ACADEMIC RESULT: B Tech / MBA / MCA / B. Pharm / M. Tech / M Pharm

Academic Session	Sem	Average Attendance (%)	SGPA	Total Marks Obtained	Result Status	No and Subject code of COPs, if any	Date of Discussion	Student's Sign with Date

DETAILS OF INDUSTRIAL TRAININGS / VISITS / INTERNSHIPS (Industry Related Activities) (Keep Certificates)

Academic Session	Sem	Activity Done	Dates	Description / Title	Company Name	Certificate (Yes / No)	Student's Sign with Date	Sign of Mentor

DETAILS OF PARTICIPATION IN EXTRA / CO-CURRICULAR ACTIVITIES (Keep Certificates)

Academic Session	Sem	Name of Activity	Short Description	Date	Name of Organizing Institute	Certificate (Yes / No)	Student's Sign with Date	Sign of Mentor
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DETAILS OF VALUE ADDED / MOOCS / NPTEL COURSES COMPLETED (Keep Certificates in Record)

Academic Session	Sem	Name of the Course	Completed From	Description / Title	Status (Cleared / or Not)	Date of Discussion	Student's Sign with Date	Sign of Mentor

DETAILS OF PROJECTS / GRANTS / SPONSORED RESEARCH (Keep Certificates / Letters in Record)

Academic Session	Sem	Title of Project	Funded / Self- sponsored	Details of Funding Agency, if any	Date of Discussion	Points Discussed	Student's Sign with Date	Sign of Mentor

ACHIEVEMENTS / AWARDS / COMMENDATIONS / PUNISHMENTS :(Keep Certificates / Notices in Record)

S. No.	Description / Details	Year (Date)

COUNSELLING (Grievance / Problems Lacking in Academic Performance etc.)

Date	Points Discussed	Sign (Student)	Sign (Counsellor)

4			

Meerut Institute of Engineering and Technology, Meerut

List of Mentor / Mentee # Dept of # 20.......

S. No.	Name of Mentor (Faculty)	Designation	Dept	Total No of Students / Mentee Allotted	Remarks, if any
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(Name and Sign of Dept. Leve	Coordinator of Mentor-Mentee)
Dept of	

Meerut Institute of Engineering and Technology, Meerut <u>List of Mentor / Mentee # Dept of # 2022-23</u>

S. No.	Program	Sem	Branch / Section	University Roll No of Student	Name of Student	Allotted Mentor (Faculty)	Remarks, if any
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(Name and	Sign of HOD)
Dept of	